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- i. The FPPC number must be obtained before the membership dues can be deposited.
- 4. The Membership Chair (or designee) shall make a copy or photo of each membership form with the check or receipt if in cash.
- 5. The copies of the membership form (and a copy of the check or receipt) will be given to the DGR Treasurer and the Communications Committee Chair are kept in the membership folder for that year by the DGR Membership Chair.
- 6. The Treasurer(or designee) shall prepare the checks for deposit.
  - a. Endorse the back of each check.
  - b. Complete the bank deposit form.
  - c. Copy or photo the bank deposit form and the related checks.
  - d. Deposit the checks in person at the bank and obtain a receipt of the deposit.
  - e. Staple the deposit receipt to the copied deposit slip and checks and file.
  - f. Post this information to the ledger, make the needed mathematical computations and print out the ledger.
- 7. For payments made on line, the transaction history must be placed in the membership file quarterly by the Treasurer (or designee). The Membership Chair will obtain this information as needed from ActBlue or other electronic payment platform.
- 8. The Membership Chair will post this information to the DGR membership list.
- 9. The membership Chair will send new member information to the Communications Chair who will post the information as needed to the DGR electronic contact list.